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PERSONNEL DIRECTOR MINORANDOM NO. 68-53

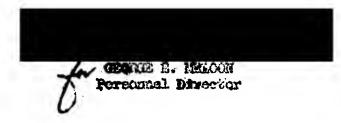
HUBIECT: Bequests for Credit and Background Information Concerning Agency Personnel

1. Effective upon publication of this memorardum, all requests for credit and background information concerning Agency perconnel received by the Personnel Office will be referred to and Records Division, extension 2068.

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- 2. The Chief, Processing and Records Division, will be responsible for essuring that a record is kept of each request for emodit and background information repeived by his Division. These reacted will be maintained on Form No. 37-177, Record of Inquiry and Action Taken, and will be kept in an alphabetically arranged file for a period of one year. At the end of this period, the subject file will be screened and all reached ever 12 months in age will be destroyed. Screening of the file will be accomplished thereafter on a quarterly basis.
- 3. In the case of each peoplet for information received by the Fermonnel Office, the items appearing on Form No. 37-177, Record of Inquing and Action Taken, will be completed to the fullest extent possible. Information will be furnished only for items I through 4 under the heading "Mature of Inquiry" for evert employees. Information concerning covert employees will be released only with prior authorization by the Chief of the component, or his designee, having jurisdiction over the employee concerned.
- 4. Requests for credit and background information which appear unusual in nature will be referred immediately to the Porsonnel Director for absalantion and action.

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Consideration